

THE 10-MINUTE MEETING: PLANNING, ANNOUNCING & RUNNING THE MEETING

Why Have a 10-Minute Meeting?

ARs who hold regular building meetings establish a strong membership rapport. Members know what is going on and they know their needs and concerns have been expressed and will be brought to the leadership and Rep Council.

An effective and easy way to communicate with the building staff is to hold monthly 10-Minute Meetings. This works well when members know the meetings will start on time and end after 10 minutes. The AR must keep to the agenda. If 10 minutes have passed and some members wish to continue discussions, let the rest know that the formal meeting is over so they feel free to leave.

All meetings should be announced well in advance of the meeting date. Many ARs regularly schedule a 10-Minute Meeting shortly after the monthly Rep Council so the issues brought forward then may be discussed while they are fresh in their minds.

Planning the 10-Minute Meeting

Time	Agenda Category	Topic	Rationale
2 minutes	Current Issues Update	Brief review of major topics discussed at last month's Rep Council meeting	Keeping members informed, trying to reduce "back room attitude" so often prevalent, especially during bargaining. It's not always important how much they are told, but that they are aware leaders are working to keep them informed. Personal contact also helps prevent rumors.
4 minutes	Our "Hot Issue"	A current issue that needs ideas and input before the next Rep Council meeting	Reinforces in members' minds that their opinions are actively sought and presenting at the Rep Council meetings.
3 minutes	What's On Your Mind?	A review of current issue that concerns members in this building	Members need to feel the Association is conscious of their needs, interests and opinions, especially on significant issues that come up.
1 minute	A Success or Challenge	Reporting out of success in some area, or optimism in some area – thanks to YOUR efforts. Keep up the good work. OR Discuss a challenge and express the need for help in dealing with it.	Praise, encourage and develop a spirit of optimism and "power" ... Build confidence. Level with your team. Obtain their creative ideas in approaching a challenge. Ask them to think of solutions and provide an avenue for sharing (email, talk to Reps, bring to next meeting, etc.)

Sample Announcement

10-MINUTE ASSOCIATION MEETING

(10 Minutes! You don't believe it? Then bring along your stop watch!)

We are bargaining this year and it will be YOUR contract!
The Association is determined to keep you INFORMED
and we need YOUR input and ideas!

Remember – only 10 minutes!

We begin at (time) sharp.

We meet at (place).

We end at (time) sharp!

Honestly, it really is a 10-minute meeting on (day). It will be worth your time!

Sample Agenda

10-MINUTE MEETING AGENDA

PLACE

DATE

2 minutes: What was discussed at Rep Council or Executive Committee last time they met?

4 minutes: We need your opinions on (topic). Your views will be shared at the next Rep Council meeting.

3 minutes: Latest developments and updates about (topic)

1 minute: You need to know about (topic – success or challenge)

Time's Up! Told you it would be 10 minutes! Don't forget to leave your questions or suggestions at the door - or email or talk to one of your Reps!